

C. I. G. Administrative Instructions

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UNCLASSIFIED

STATINTL

CENTRAL INTELLIGENCE ~~AGENCY~~ AGENCY  
Washington, D. C.

SFD filed

ADMINISTRATIVE INSTRUCTION

~~MEMORANDUM~~  
NUMBER [REDACTED]

15 July 1947

SUBJECT: CIG Medical Services (Civilian and Military)

EFFECTIVE UNTIL CANCELLED OR SUPERSEDED

1. CIG maintains Emergency Rooms for the benefit of civilian employees and a Dispensary for the benefit of service personnel and their dependents. An outline of the facilities available to each type of employee is given below:

a. Civilian employees:

(1) Emergency Room facilities

- (a) Will provide complete pre-employment physical examinations for all employees.
- (b) Will provide complete physical examinations for employees before reporting to overseas stations and upon return from overseas.
- (c) Will provide complete physical examinations when:
  - (1) Required by further official personnel actions.
  - (2) Upon a request for retirement benefits.
  - (3) Upon request of a supervisor.
  - (4) When making investigations requiring same.
- (d) For the Washington, D. C. area only, complete chest X-rays will be given to all employees.
- (e) Annual chest X-rays will be given to all employees of the cafeteria located within CIG buildings.
- (f) If during the physical examination, a history of Pulmonary Tuberculosis is revealed, full investigation will be made and a report thereof submitted.

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RENUMBERED PER CIA GENERAL ORDER [REDACTED]

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(g) Innoculations and vaccinations will be given:

- (1) As required for foreign service.
- (2) As required on an over-all agency basis, for maintenance of public health.
- (3) Will NOT be given as a convenience to the individual.

(h) For employee injuries that are sustained in line of duty:

- (1) Medical, surgical and hospital treatment will be provided as required by the injury.
- (2) Provisions of CIG Administrative Order [REDACTED] should be consulted.

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(i) Further emergency treatment will be provided for CIG employees:

- (1) Advice as to obtaining regular treatment from a private physician.
- (2) Consultation service (to aid in selection of physician or diagnosis).
- (3) Temporary treatment until a private physician can be consulted.

(j) Emergency treatment WILL NOT:

- (1) Prescribe dosages or prescriptions.
- (2) Be available to administer drugs prescribed by a private physician except when injections are required on a continuous basis and a waiver is signed by the employee concerned.
- (3) Give continuous treatment for a particular illness.
- (4) Take the place of a private physician.

(k) Out-patient service will be given when:

- (1) Excess sick-leave is requested (to determine cause and validity).
  - (2) During investigations, upon request of a supervisor.
  - (3) To assist in cases of emergency only.
- (1) Facilities of the Military Dispensary are NOT normally available to CIG civilian employees.

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b. Military employees:

(1) Emergency Room facilities:

(a) Available to military personnel as required.

(2) Dispensary facilities:

(a) Military personnel and their dependents may receive medical and dental treatment, physical examinations and immunization shots at the Dispensary during scheduled hours.

(b) Facilities available:

- (1) Consultation Rooms
- (2) Dental Clinic
- (3) General Treatment Room
- (4) Laboratory (for clinical studies)
- (5) Pharmacy
- (6) Physio-Therapy
- (7) X-ray Room

2. GENERAL REGULATIONS:

a. Hours of service:

(1) Emergency Rooms

8:00 a.m. to 4:30 p.m., Monday through Friday, with the exception of legal holidays.

(2) Dispensary Service:

- (a) Sick Call, 0800 - 0930
- (b) Dental Sick Call, 0830- 1030
- (c) Immunizations, 0830 - 1600

b. Emergencies, during off-duty hours:

(1) Military

(a) In general, military personnel and their dependents will report to the Army installation closest to their residence. Complete zoning instructions will be found in WD Memo No. [REDACTED]

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(b) Installations available are:

- (1) Walter Reed Hospital, GE 1000, Ext. 1
- (2) Fort Meyer Hospital, CH 3000, ask Op.
- (3) Bolling Field Hospital, FR 9000, Ext. 4211
- (4) Fort Belvoir Hospital, TE 7200, Ext. 15


(2) Naval and Marine Corps

- (a) Will report to the Navy Dispensary at 18th and Constitution Avenue, N. W.

(3) Civilian

- (a) In cases of EXTREME EMERGENCY ONLY, when private facilities are not available, may call Providence Hospital, TR 2000.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
Executive for  
Administration and Management

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ATTACHMENTS: None

DISTRIBUTION: All CIG Employees

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Washington, D. C.

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